



Bureau of Radiation Control

INDUSTRIAL RADIOGRAPHY REPLACEMENT CERTIFICATION ID CARD PROCEDURES

LOST OR MISPLACED YOUR CERTIFICATION ID CARD?

Call the Bureau of Radiation Control (BRC) at 512/834-6688 x2236 as soon as the certification ID card is discovered missing.

Within 24 hours, send a written request to the BRC containing the following information:

- date of request;

- your full name, mailing address, telephone number, social security number and radiographer identification number;

- your current employer, mailing address, and telephone number;

- a brief statement on what happened to the card; and

- a nonrefundable replacement fee of \$35.00 (check, money order, cashier's check) made payable to the Texas Department of Health.

WHERE TO SUBMIT YOUR REQUEST AND MONEY...

U. S. Postal Service: TDH/BRC, 7D776-120, P. O. Box 149200, Austin, TX 78714-9200, ATTN: Ronda A. Sanders

Overnight courier (do not use the overnight U.S. Postal Service): TDH/BRC, 8407 Wall St., Room N127, Austin, TX 78754, ATTN: Ronda A. Sanders

WHAT DO YOU DO THEN?

You **MUST** carry a copy of your letter requesting a replacement card while performing industrial radiography activities in Texas.

The letter is only good for 60 days from its date.

WHAT HAPPENS NEXT?

The BRC will send you a letter asking you to contact a BRC regional representative to sign a replacement card. **You must now carry this letter while working.**

Once signed, the certification ID card will be returned to the BRC Austin office, where the card will be completed and sent by certified mail to the address given in your request.

WHAT HAPPENS DURING AN INSPECTION?

As long as you are carrying a copy of your letter and/or the letter from the BRC, you should NOT be cited.

If you do not notify the BRC when you lose your certification ID card and continue to work as a radiographer, you will be in violation of the rules and subject to enforcement actions.